

-----Original Message-----

Sent From: BDDS Bulletins (Bddsbulletins@fssa.state.in.us)

Sent: Wednesday, January 28, 2004 7:17 PM

To: BDDS Bulletins

Subject: (bddsil) ICLB Form Changes and Budget Submissions

From the Division of Disability, Aging, and Rehabilitative Services

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Please read the message below for a reply-to e-mail address.

-----Original Message-----

From: Waltermire, Cheryl S (BDDS)

Sent: Tuesday, January 27, 2004 9:32 AM

Subject: ICLB Bulletin

Importance: High

MEMO TO: ICLB Interested Parties

FROM: Bureau of Development Disabilities Services (BDDS)

RE: ICLB Form Changes and Budget Submissions

Individual Community Living Budgets (ICLBs) will need to be revised in agreement with the cost containment initiatives outlined in the cost containment trainings the week of January 5, 2004. The presentation can be found at

<http://www.in.gov/fssa/servicedisabl/bddsccontain.html>

COST CONTAINMENT FOR ICLB RECIPIENTS

The following is a summary of the cost containment guidelines that apply to ICLB recipients effective March 1, 2004. Refer to the January Cost Containment Training for additional information:

- * CETA eliminated
- * RHS daily rate eliminated
- * RHS limits will apply as follows:
 - *1 person setting = no more than 18 hours of RHS per day per household
 - *2 person setting = no more than 30 hours of RHS per day per household
 - *3 person setting = no more than 40 hours of RHS per day per household
 - *4 person setting = no more than 50 hours of RHS per day per household
- * CHPI limited to 25 hours per month
- * IAS monthly amounts of \$750 and \$1,000 will be eliminated. New rates will be billed by at \$6.13 per quarter hour to a maximum of 30 hours per month.
- * AFC/CFC services have changed from monthly rates to daily rates as follows:
 - * Level 1 \$49.32
 - * Level 2 \$73.97
 - * Level 3 \$98.63

NEW ICLB FORM

A new ICLB form will be available on February 1, 2004. This form will incorporate cost containment initiatives and will not be e-mailed to all providers. The form will need to be downloaded from the following web site: www.in.gov/fssa/servicedisabl/iclbbudget.html

- * The new ICLB form will be available 2/1/04 only in PDF format
- * Adobe Reader or Adobe Approval will be needed

- o Adobe Reader -- ICLB will need to be printed and a paper version submitted to the local BDDS District office.
 - o Adobe Approval -- ICLB can be saved and edited and e-mailed to Central BDDS e-mail for electronic processing. This will be required May 1, 2004.
 - o More information about Adobe can be found at <http://www.adobe.com/support/salesdocs/10862.htm>
- * The new ICLB form must be used to submit an ICLB for services starting March 1, 2004 or after and/or revised ICLBs for cost containment.
 - * The new ICLB form must be used to submit revised ICLBs for cost containment.
 - * The current (old) ICLB form needs to be used for budgets with services that expire or include new services that start prior to 2/29/04. ICLBs submitted on the old form will not be approved if received after February 15, 2004.
 - * Current approved ICLBs affected by cost containment will be ended dated in the DART system effective 2/29/04. The provider will not be able to bill against the affected ICLB for any service months after February for any services or RLA.
 - * The start date for all revised ICLBs affected by cost containment will be 3/1/04. The length of the revised ICLB must have the same end date as the previously approved ICLB. The only exception would be ICLBs that would normally expire 3/31/04.
 - * ICLBs that expire 3/31/04 would have a start date of 3/1/04 and must be for at least a 2 month period, but may be for a longer period.
 - * If an ICLB is not impacted by cost containment, then a new ICLB does not need to be submitted until 6 weeks prior to expiration of the current approved ICLB.
 - * The new ICLB form may be submitted either electronically by following the electronic submission instructions on the ICLB form or by delivering or mailing the paper copy to the local BDDS office. Electronic submission will be required May 1, 2004, and this will require the purchase of Adobe Approval

BDDS will be offering training on ICLB completion.

ICLB Training
 Indiana Government Center
 Training Center Room 5
 February 5, 2004
 Two Sessions Available
 10:00 a.m. - Noon
 1:00 p.m. - 3:00 p.m.

This will be a step-by-step training on how to complete the ICLB form and a basic review of the ICLB guidelines. This training would be appropriate for staff members responsible for completing ICLBs.

Space is limited to 50 people per session. Registration is required by contacting Pearl Faust at pfaust@fssa.state.in.us (This training will not count towards DDARS approved training for Case Managers).

If you have any questions, please contact the BDDS Help Line at BDDShelp@fssa.state.in.us.